

STATE OF WISCONSIN  
DEPARTMENT OF HEALTH AND SOCIAL SERVICES  
DIVISION OF MANAGEMENT SERVICES  
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

TOPIC: Budget Control 1.1	EFFECTIVE DATE: 6/18/93
TITLE: Allotment Transactions Under WiSMART	REVISION DATE:
AUTHORIZED BY: Cheryl Thompson, Assistant Director	PAGE 1 OF 3

**BACKGROUND**

With the implementation of the new state accounting system ( WiSMART), responsibilities for entry and approval of various budgetary and allotment transactions will reside in the agencies and in the Department of Administration.

The **interim** procedures presented here are designed to address administrative and system requirements as they are known.

The Department of Health and Social Services will interface accounting transactions from FMS to WiSMART through July 1, 1994. Direct entry into WiSMART after July 1, 1994 will be for State Fiscal Year 1995 transactions. For the majority of transactions, the switch from the Central Accounting System to WiSMART **during the interface period** should not require much, if any, change. Decentralized accounting units will enter transactions into FMS, and the computer will translate the FMS codes to WiSMART codes.

For some transactions, however, DHSS staff will enter transactions directly into WiSMART. During the interim period, the direct entry transactions will be prepared by BFS staff and the mechanics of getting information into WiSMART will be handled centrally.

The allotment download into WiSMART which occurred in May entered temporary FY94 spending levels in the amounts which are 50% of those in the State Budget (B-2) System in the Final Chapter 20 appropriation schedule for FY93. Only those B-2 expenditure lines with dollar amounts were "activated" in WiSMART during this loading. All other expenditure/allotment lines remain inactive until set up (see below).

All appropriation ("AP") and transfer appropriations ("TA") transactions which agencies enter in the WiSMART suspense file will be processed by the State Budget Office, and then by the State Bureau of Financial Operations (SBFO).

**PROCEDURES**

**A. Agency-Initiated AP Transactions**

"AP" transactions activate appropriations or increase overall spending. They are used:

1. **To activate allotment lines** [now called "appropriation units"] (e.g., supplies and services) which had no dollars budgeted in the B-2 system and, therefore, are inactive on WiSMART and must be activated in order to do an ordinary line transfer of funds. In this two-step procedure, an AP transaction is used to activate the appropriation unit desired (supplies and services) with a zero budget in the Appropriation Amount field. This action must then be approved by DOA. After approval, a TA transaction is used to reduce the contributing appropriation unit (e.g., permanent property) and increase the receiving appropriation unit (supplies and services).
2. **To activate an appropriation** with a continuing balance which had no budget at the B-2 level, but has a cash balance that the agency wishes to allot in FY94 (e.g., a gifts and grants appropriation.) In this case, the procedure is the same as described in A.1., except, that there would be positive budget amounts entered in the Appropriation Amount field, and a separate TA transfer is not needed.
3. **To enter a budget increase** in an active continuing appropriation (e.g., a federal appropriation) for which the B-2 dollar levels are not sufficient.
4. **To establish a new appropriation** by "splitting" an existing appropriation into two appropriations (e.g., the federal appropriation designated EQ\* is to be split into appropriations EQ\* and ER\*].
5. **To establish clearing appropriations** for use in FY94.
6. **To enter increased Section 16.515 spending authority** which has been approved.

**B. Department of Administration-Initiated AP Transactions**

Some "AP" transactions are the responsibility of DOA.

1. **Establishment of a new appropriation under Chapter 20** created by subsequent non-budget legislation. Also, legislative increases that have been approved.
2. **Increasing an existing appropriation following Section 13.10 action** by the Joint Committee on Finance.
3. **Increasing an existing appropriation for a supplement** from Section 20.865 for pay plan, rent, risk management, etc.

Agencies will either be notified, or otherwise be able to discern from suspense file transaction coding, when DOA has entered AP budget amounts. In many cases, the new budget authority will be placed in the Unassigned appropriation unit [\*\*U]; in other cases, such as the pay plan, it will be slotted directly into the appropriate expenditure lines.

**C. Transfer Appropriation (TA) Transactions**

A "TA" is used to move funds from one allotment line (or "appropriation unit") within a given appropriation to another allotment line within the same appropriation. This action is the traditional line transfer. Agencies initiating TA transactions should have no more than one legal appropriation on a given document; if there are several line transfers involving different appropriation, each appropriation should be on a separate document. This procedure serves as a protection mechanism to avoid transferring funds across alpha appropriations which would require legislative approval in most cases.

Assigned state budget analysts will handle individually any exceptions which may require cross alpha appropriation TA's.

As noted in A.1., line transfers into a inactive appropriation (unit) will require a two-step process, at least for the interim period before final download of the SB 44 budget.

**D. Interim FY94 Procedures**

Until the final budget bill is passed and ready for loading in October, agencies may find they need to adjust the 50% levels now in the system. The following rules apply:

1. New appropriations created in SB 44 will not be established in WiSMART for this interim period.
2. Instances where heavy front-end encumbrance of funds is required may need more than the 50% level now on the books. In this situation, enter the higher fund level -- not to exceed FY 93 current allotments -- and send the appropriate explanation and print screen to your assigned budget analyst. Similarly, inactive continuing appropriations can be "activated," with adequate explanation provided in writing to budget analysts.
3. Hard copy explanation must be sent to assigned state budget analyst for all allotment transactions initiated by an agency. Ideally, this would be a "print screen" copy of the form as it has been entered by the agency into the system, along with an adequate description of what is proposed. Be sure to include agency contact name and phone number.

**CONTACT PERSON**

Your Lead Accountant in the Bureau of Fiscal Services.